

SCHEDULE INSTRUCTIONS TO SPECIAL DISTRICTS

For the preparation of the
Annual Report of Financial
Transactions to the State Controller



Kathleen Connell

California State Controller

Division of Accounting and Reporting

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SCHEDULE INSTRUCTIONS

Schedules are an integral part of the Special Districts reporting system. They contain information on fixed assets, long-term debt, and leases. All agencies are required to file these schedules when applicable.

Please be sure to fill in the appropriate box(es) with the required activity code on all schedules. This is a new requirement for the new reporting format.

PAGE 56 – Fixed Assets and Depreciation Schedule

The purpose of this schedule is to reflect fixed assets and depreciation of the agency and must be filed by all agencies owning fixed assets. Information on this schedule should be reported by activity and only one column should be used for each activity. Do not report in separate columns different types of fixed assets related to the same activity, but use only one column. A maximum of four different activities can be reported on one schedule. Enter the name of the activity on the line at the top of the column. All lines should be completed by enterprise activities and non-enterprise activities (lines 6 through 10 optional for non-enterprise).

| <u>Line Name</u> | <u>On Line</u> | <u>Description</u> |
|------------------------------------|----------------|---|
| Balance, beginning of the year | 1 | Enter the ending balance reported on page 56, line 5 in the prior year. Any audit or prior year adjustments are to be shown on line 4. |
| Additions | 2 | Enter the total of fixed assets acquired during the period. Include donated assets at their fair market value. Purchased assets are entered at their full purchase price before any trade-in allowances. Also include any increase in construction in progress. |
| Less Retirements | 3 | Enter assets sold, retired, or destroyed. Use the gross book value only. |
| Adjustments (increase/decrease) | 4 | Enter the amount by which the balance of the fixed asset accounts change for reasons other than additions (shown on line 2) or retirements (shown on line 3), i.e., any audit or prior year adjustments or revaluation of assets. |
| Balance, end of year | 5 | Column (a) (single activity), columns (a) through (d) for multiple activities, column (e) for summation. |
| Balance, beginning of year | 6 | Enter the ending balance reported on PAGE 56, line 10, in the prior year. Any audit or prior year adjustments are shown on line 9. |

Page 59 – General Obligation Bond Debt Schedule

The purpose of this schedule is to reflect general obligation bonds outstanding and/or authorized during the report year and is required to be filed by all agencies with this type of debt.

General obligation bonds refers to bonds whose principal and interest are payable from the proceeds of ad valorem taxes or ad valorem assessments which may be levied by the agency.

Combine bond issues applicable to the same year of authorization, by activity and report under a single column.

If zones have bonded debt, a separate schedule (PAGE 59) must be filed for each zone.

If refunding bonds are issued to extinguish or defease the existing debt through the establishment of a trust, which will be completely responsible for servicing the debt, the original issue needs to be reported.

| <u>Line Name</u> | <u>On Line</u> | <u>Description</u> |
|---|----------------|--|
| Year of authorization | 1 | Enter the year of the authorization, not the year of the issue. |
| Principal amount authorized | 2 | The total amount of the authorization, whether fully issued or not. |
| Principal amount unissued | 3 | Enter the amount authorized but not issued. |
| Principal amount unmatured beginning of fiscal year | 4 | Of the amount issued, enter the principal amount unmatured at the beginning of the fiscal year. (Should agree with prior year PAGE 59, line 9). |
| Adjustments (increase/decrease) | 5 | Enter the amount by which the balance of the General Obligations Bond Payable account changed for reasons other than additions or maturities, i.e., prior year audit adjustment. |
| Principal amount issued during fiscal year | 6 | Enter the total amount issued during this fiscal year. |
| Principal amount matured during fiscal year | 7 | Enter principal amount matured during this fiscal year. Do not enter the current portion of bonds payable since it does not mature until the following fiscal year. |
| Principal amount defeased during fiscal year | 8 | Principal amount defeased through the establishment of a trust which will be completely responsible for serving the debt. |

PAGE 62 – Revenue Bond Schedule

The purpose of this schedule is to reflect revenue bonds outstanding and/or authorized during the report year and is required to be filed by all agencies with this type of debt.

Revenue bonds refers to bonds whose principal and interest are payable from the earnings of a revenue-producing enterprise agency.

Combine bond issues applicable to the same year of authorization, by activity and report under a single column.

If zones have bond debt, a separate PAGE 62 must be filed for each zone.

| <u>Line Name</u> | <u>On Line</u> | <u>Description</u> |
|---|----------------|---|
| Year of authorization | 1 | Enter the year of the authorization, not the year of issue. |
| Principal amount authorization | 2 | The total amount of the authorization, whether fully issued or not. |
| Principal amount unissued | 3 | Enter the amount authorized but not issued. |
| Principal amount unmatured beginning of fiscal year | 4 | Of the amount issued, enter the principal amount unmatured at the beginning of the fiscal year. (Should agree with prior year PAGE 62, line 9). |
| Adjustments (increase/decrease) | 5 | Enter the amount by which the balance of the Revenue Bond Payable account changed for reason other than additions or maturities, i.e., prior year audit adjustment. |
| Principal amount issued during fiscal year | 6 | Enter the total amount issued during this fiscal year. |
| Principal amount matured during fiscal year | 7 | Enter principal amount matured during this fiscal year. Do not enter the current portion of bonds payable since it does not mature until the following fiscal year. |
| Principal amount defeased during fiscal year | 8 | Principal amount defeased through the establishment of a trust which will be completely responsible for servicing the debt. |

PAGE 65 – Certificates of Participation Debt Schedule

The purpose of this schedule is to reflect certificates of participation outstanding and/or authorized during the report year and is required to be filed by all agencies with this type of debt.

Certificates of participation refers to certificates whose principal and interest are payable from lease rental revenue of an agency.

Combine certificates of participation issues applicable to the same year of authorization, by activity and report under a single column.

| <u>Line Name</u> | <u>On Line</u> | <u>Description</u> |
|---|----------------|--|
| Year of authorization | 1 | Enter the year of the authorization, not the year of issue. |
| Principal amount authorized | 2 | The total amount of the authorization, whether fully issued or not. |
| Principal amount unissued | 3 | Enter the amount authorized but not issued. |
| Principal amount unmatured beginning of fiscal year | 4 | Of the amount issued, enter the principal amount unmatured at the beginning of the fiscal year. (Should agree with prior year PAGE 65, line 9). |
| Adjustments (increase/decrease) | 5 | Enter the amount by which the balance of the Certificate of Participation payable account changed for reasons other than additions or maturities, i.e., prior year audit adjustment. |
| Principal amount issued during fiscal year | 6 | Enter the total amount issued during this fiscal year. |
| Principal amount matured during fiscal year | 7 | Enter principal amount matured during this fiscal year. Do not enter the current portion of bonds payable since it does not mature until the following fiscal year. |
| Principal amount defeased during fiscal year | 8 | Principal amount defeased through the establishment of a trust which will be completely responsible for servicing the debt. |
| Principal amount unmatured end of fiscal year | 9 | Enter the principal amount unmatured at the end of the fiscal year. |

PAGE 68 – Special Assessment Act Bonds

The purpose of this schedule is to reflect special assessment act bonds outstanding during the report year and is required to be filed only by agencies with this type of bond outstanding as a result of special assessment proceedings ordered by the agency's governing body.

1911 Act bonds refer to bonds issued under the 1911 Act statute by a local agency which by statute has no obligation to the bond holder except to forward to him any money paid by the benefited property owners.

1915 Act bonds refer to bonds issued under the 1915 Act statute by a local agency which by statute maintains a contingent liability. In the case of delinquent payments, the local agency can either advance the amount of the delinquency or levy a limited tax rate on the affected area. In the event of an advance, the funds are eventually returned to the local agency.

Special assessment bonds which are not under the 1911 or 1915 Acts are reported under the "Other" column, for example, MELLO-ROOS and Mark-Roos Bonds. (Please include on balance sheet, PAGE 05, Line 36).

The information on this schedule reflects liabilities of property owners to bondholders and not primary liabilities of the agency. Therefore, any transactions and balances relating to these bonds should not be reflected elsewhere in the report. The only information required to be reported relevant to special assessment act bonds is on this schedule. Except for Mello-Roos Bonds, do not report any balances or transactions on the balance sheet (PAGE 05) and income statement.

PAGE 71 and 74 – Federal and State Construction Debt Schedule (Continued)

| <u>Line Name</u> | <u>On Line</u> | <u>Description</u> |
|---|----------------|--|
| Principal amount unmatured end of fiscal year | 11 | Enter the principal amount unmaturred end of fiscal year. |
| Principal amount delinquent | 12 | Enter any principal amounts which have matured but unpaid. |
| Interest amount delinquent | 13 | Enter amount of interest due but unpaid. |
| Interest amount accrued | 14 | Enter amount of accrued interest payable. |

PAGE 77 – Time Warrant Debt Schedule (Continued)

| <u>Line Name</u> | <u>On Line</u> | <u>Description</u> |
|--|----------------|---|
| Interest amount due not presented | 10 | Enter the interest amount due, but not presented for payment. |
| Interest paid during fiscal year | 11 | Enter the interest amounts paid during fiscal year. |
| Principal and interest due during next fiscal year | 12 | Enter the principal and interest due during the next fiscal year. |

PAGE 83 – Lease Obligation Schedule

This schedule is used to report lease-obligation which have a term of more than 10 years and provides for agency ownership of the property at the end of the term. This schedule is required to be filed by agencies which are lessees (party to the agreement who pays) in a lease-purchase agreement. Provide all information requested. Two agreements can be reported on this schedule. If more than two exist, a second schedule must be used.

Total future payments which will be required if the agency completes the unexpired term of the lease-obligation should include principal and interest.